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AM-402-2

m ***Payee on Checks for Grant Program***

PAYEE -- DIRECTOR OF FINANCE

The administering City agency representative expecting a check in payment for a grant program must instruct the issuing party to make the check payable to the DIRECTOR OF FINANCE. Checks are to be sent directly to:

DIRECTOR OF FINANCE
c/o Collection Division
Room One
Municipal Bldg., 200 Holliday St.
Baltimore, MD 21202

The grant identification number should be placed on each check to assist the Collection Division in processing and crediting the funds.

If the party issuing the check sends it directly to the recipient agency rather than the Collections Division, the administering agency representative should initiate those steps in AM-402-2-1.